

राज्यात स्वयंअर्थसहाय्यीत विद्यापीठांची स्थापना करण्यासाठी निर्गमित करण्यात आलेल्या मार्गदर्शक सूचनांनुसार सविस्तर प्रकल्प अहवाल तयार करण्यासाठी मार्गदर्शक पुस्तिकाबाबत.

महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग

शासन निर्णय क्रमांक: डीपीआर २०१४/(१४/१४)/विशि-४

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तारीख: १३ फेब्रुवारी २०१४

### प्रस्तावना —

राज्यात स्वयंअर्थसहाय्यीत विद्यापीठे स्थापन करण्यासाठी शासनाने दिनांक २९ मे, २०१३ रोजी मार्गदर्शक सूचना निर्गमित करण्यात आल्या आहेत. सदर मार्गदर्शक सूचना नुसार राज्यात स्वयं अर्थ सहाय्यित विद्यापीठे स्थापन करण्याचे प्रस्ताव शासनास प्राप्त होत आहेत. सदर प्रस्तावा सोबत प्राप्त झालेल्या सविस्तर प्रकल्प अहवालाचे अवलोकन केले असता शासनाच्या असे निदर्शनास आले आहे की, सविस्तर प्रकल्प अहवालातील माहिती विविध संस्थांनी वेगवेगळ्या पद्धतीने सादर केली आहे. त्यामुळे सविस्तर प्रकल्प अहवालातील माहितीची छाननी करणे शासनास अवघड होत आहे. त्यामुळे सविस्तर प्रकल्प अहवालामध्ये सादर करण्यात येणारी माहिती एकाच नमून्या मध्ये असावी यासाठी सविस्तर प्रकल्प अहवाला मध्ये कोणत्या बाबींचा समावेश करावा याबाबत मार्गदर्शकपर माहिती पुस्तिका तयार करण्याचीबाब शासनाच्या विचाराधीन होती.

### शासननिर्णय—

त्यानुसार शासनाने दि.२९ मे, २०१३ च्या मार्गदर्शक सूचनांच्या तरतूदीनुसार सविस्तर प्रकल्प अहवाल तयार करण्यासाठी माहिती पुस्तिका तयार केली आहे. सदर माहिती पुस्तिका सर्व संबंधीतांच्या माहितीस्तव शासनाच्या संकेतस्थळावर उपलब्ध करून देण्यात आली आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१४०२१३१६०४३४५७०८ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

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# Detailed Project Report Template For Setting up Self-Financed University in Maharashtra

Version 1.0

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January 2014

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## 1 Infrastructural Status

Type	Current Infrastructural Status	Mandatory Sections	Documents	Tick the Appropriate option
1	Existing Educational set-up available at proposed location, Applying to legally convert them into self-financed university with same facilities.	All Sections except Section 6.2, Section 8.2 and Section 19.4.	Declaration to be provided clearly mentioning the existing facilities to be converted legally as a new proposed university. <a href="#">Annexure 1</a>	
2	Existing Educational set-up available at proposed location, Applying to legally convert them into self-financed university and Planning for Further Expansion to meet requirements of new proposed university.	All Sections Mandatory	Declaration to be provided clearly mentioning the existing facilities to be converted legally as a new proposed university. <a href="#">Annexure 1</a>	
3	No existing educational setup present at the Proposed location for self-financed university.	All sections Mandatory Except Section 6.1, Section 8.1, Section 9.3, Section 19.3 and Section 19.5		

**Note:** As per the UGC guidelines the data should be provided pertaining to a single campus university only, and not for multiple campuses.

Ref: “UGC (establishment of and maintenance of standards in private universities) regulations, 2003 – Section 3.3”



## 2 Section I

The details of the sponsoring body submitting an application along with the copies of its registration certificate, constitution and bye-laws.

### 2.1 Background of Sponsoring Body

This section should provide information on Inception, Area of work, Vision Mission & Aim, projects undertaken, innovations.

#### Summary Table

Category	Year of Registration	Registration No.	Registration certificate attached (Y/N)
<b>A public Trust under Maharashtra Public trust act, 1950</b>			
<b>A Society under The societies registration act, 1860</b>			
<b>A Trust under The Indian Trust Act, 1882</b>			
<b>Educational institute / Self - Financed University Established under Section 25 of Companies Act, 1956</b>			

### 2.2 List of Members

This sub-section should have details such as full name, designations, contact details, mandatory members / board of directors and additional members. Table format given in [Annexure 2](#)

Declaration to be given in case change in the name of any member is pending with the Trust Office.

## 2.3 Achievements

This sub-section should provide the major achievements of the group and its impact to the society over a period of time. Achievement in fields of education should be highlighted.

Details on awards, ratings, students trained, social activities, international collaborations etc. should be explained.

## 2.4 Other Details

Details such as innovation, new projects or any other details which the sponsoring body feels important should be provided in this section.

## 2.5 Documents to be submitted

1. Registration Certificate
2. Constitution, bye-laws, Rules and regulations
3. Copy of resolution passed by Members of the sponsoring body expressing their consent and agreeing upon establishment of the proposed university.

Above mentioned Documents to be provided under [Annexure 3](#)

## 3 Section II

Information regarding financial resources of the sponsoring body along with audited accounts for the past three years for existing private institutions conducting educational activities OR a plan for mobilization for financial resources duly certified by Chartered Accountant for newly established sponsoring body.

### 3.1 Audited financial statements (for the latest 3 years):

- Balance sheet (all schedules explained) to be attached in [Annexure 4](#)
- Income & Expenditure statement (all schedules explained) to be attached in [Annexure 4](#)
- Cash flow statement (all schedules explained) to be attached in [Annexure 4](#)
- Proof of submission of accounts to Charity commissioner (for trust registered under Bombay (Maharashtra) public trust act, 1950 in [Annexure 4\(a\)](#)).

**A summary sheet to be provided as below (if sponsoring body more than 3 years old):**

### 3.1.1 Financial Status

	2010-11	2011-12	2012-13	Document required
Net Worth				C.A Certificate showing Net-worth
Cash & Bank balance				Audited Balance sheet

### 3.1.2 Income & Expenditure Statement

	2010-11	2011-12	2012-13	Document required
Income				Audited Income & Expenditure statement
Expenditure (Excluding Depreciation)				
Depreciation				
Surplus / <b>(Deficit)</b>				

### 3.1.3 Cash Flow Summary

Net Cash Flow from	2010-11	2011-12	2012-13
Operating Activities			
Investing Activities (e.g. sale/purchase of property equipment, loans, investing in securities etc.)			
Financing Activities (e.g. issuance/repurchase stock, borrowing/loan repayment, dividend etc.)			
Total			

### 3.2 Business Plan / Financial Plan in case the Body is less than 3 year old

This section should include the following documents with proper explanation.

- Projected cash flow statement (next 5 yrs)
- Projected Income & expenditure statement (next 5 yrs)

A summary could be provided in the below mentioned format.

Fund Requirement	Year 1	Year 2	Year 3	Year 4	Year 5
Capital Exp.					
Recurring Exp.					
Any other Exp.					
Total					
Sources	Year 1	Year 2	Year 3	Year 4	Year 5
Sponsoring Body					
Fees					
Loan					
Consulting					
Any other source					
Total					

## 4 Section III

The Name, Location and Headquarters of the proposed university

### 4.1 Full Name of the Proposed University

Full name of proposed university should be mentioned.

### 4.2 Full Address with District, Taluka, Village, Pin code of the proposed University

Name	
Building No./ Plot No.	
Locality	
Village/ Town	
Tehsil /Taluka	
District	
State	
Pin code	

\*In case land is not purchased, details of land identified for the proposed university needs to be provided.

### 4.3 Authenticated Location Map (e.g. city survey) of proposed area with clear directions

A scanned copy of the location Map duly authorized/ stamped by local authority (City survey officer/ Bhumi abhilekh / land records officer) to be attached in [Annexure 5](#)

Directional map (e.g. google maps) of the area should be attached in [Annexure 6](#)

If existing setup available, then approved Construction and building plan from following authorities – Municipal Corporation / Collectors office (rural) / Nagar panchayat (rural) / clearance from any other local authorities as applicable needs to be attached in [Annexure 7](#)

#### 4.4 Contact Person with Name, address, Official email and phone number

Give details of contact person authorized by the Society/ Organization to represent their proposal with Government of Maharashtra.

<b>Name</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Mobile</b>	
<b>Email</b>	

#### 4.5 Location of Headquarter of the proposed University if different from the University site

Address to be given in the below format

<b>Name</b>	
<b>Building No/ Plot No</b>	
<b>Locality</b>	
<b>Village/ Town</b>	
<b>Tehsil / Taluka</b>	
<b>District</b>	
<b>State</b>	
<b>Pin code</b>	

## 5 Section IV

### 5.1 Objectives of the University

The below mentioned objectives are as mentioned in the model guidelines, the guidelines to be set by the proposed university should be in-sync or similar to the

guidelines mentioned. Any additional objectives should be mentioned separately at the end of this section.

Objectives of University as per model guidelines:

- a) To provide learning, teaching; capacity, capability and skills development and research; & development in higher and technical education, covering Liberal Arts, Humanities, Social Sciences, Life Sciences & Biotechnologies, Nano Sciences & Technologies, Professional Disciplines such as Engineering, Technology, Management, Business & Commerce, Applied & Creative Arts, Vocational Education, Media, Information & Communication Technology & Education per se and their inter-disciplinary studies & development;
- b) To provide instructions, teaching and training in Higher and Technical Education. Arts, Sports, Culture, Film, Space Technologies, Marine Research and make provisions for research;
- c) To create higher level of cognitive, affective and psychomotor (head, hearts & hands) abilities;
- d) To create higher levels of intellectual abilities;
- e) To create & deploy new educational programs to promote creativity, innovation and entrepreneurship for inventing of new ways for development and social reconstruction and transformation;
- f) To establish state-of-the-art facilities for education & development.
- g) To carry out teaching and research and offer continuing quality education programs;
- h) To create centers of excellence for research and development in Science & Technology and Socio Economic development, and for sharing knowledge and its application;
- i) To use modern and post-modern processes, mechanisms and technologies for governance and management of learning, teaching, researching, evaluating, developing, organizing and creating socio-economic wealth for individuals and society for 21st century.;
- j) To provide professional & development services to the industry and public organizations & society.
- k) To start higher education programs, courses in new and emerging areas with innovative approaches.
- l) To establish links, collaborations and partnerships with other higher education & research institutions in India and abroad.

- m) To institute degrees, diplomas, certificates and other academic distinctions on the basis of examinations, or any other methods of evaluation;
- n) To establish innovative approaches for creation of seamlessness in academic structures, learning time-frames, and working & continuous evaluation processes for nurturing and cultivation of creativity and entrepreneurship.
- o) To pursue any other objectives as may be suggested by the Government;
- p) To ensure that the standard of the degree, diplomas, certificates and other academic distinctions conferred by a university are not lower than those laid down by the All India Council for Technical Education or the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 or the University Grants Commission Act 1956 or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 or the Bar Council of India constituted under the Advocates Act, 1961 or any other statutory body, as the case may be.

Any other objective outside the list of objectives as per guidelines should be mentioned separately along with proper explanation.

## 6 Section V

The availability of land and details of buildings and infrastructure facilities, if already exists; OR the master plan for land acquisition, building construction and infrastructure establishment, in compliance with the applicable regulations of local & state bodies.

The information should be provided in the following manner:



**Land Requirement Criteria Compliance should be provided in below format:****Land compliance Summary**

Proposed Location (Type Area)	Minimum land requirement	Land possession in / Location	Compliance (Yes/No)	If not compliant, by what date to be compliant with norms
Rural	50 Acres			
Tehsil / Taluka / District HQ	25 Acres			
Divisional HQ	15 Acres			
Mumbai Metropolitan Region	10 Acres			

**6.1 Case I (If land building and infrastructure already available)**

These following documents to be furnished:

- Land Ownership Documents (Sale Deed, 7/12 extracts) these documents to be provided in [Annexure 8](#)
- If land is on lease, then lease agreement in addition to above documents to be provided in **Annexure 8**
- Documentary proof to show the piece of land for the proposed university comes under the specific category (Rural / Tehsil or District HQ / Divisional HQ / MMR) Certified by tehsildar, MMRDA etc. as applicable. [Annexure 9](#)
- Photographs of existing campus:
  - Academic block, Labs, Libraries, Sports facilities, Conference halls and similar other facilities. 3 photos each taken from different angles to be attached in [Annexure 10](#)
- Declaration from the sponsoring body that the land is not under any dispute and is not under the possession of any arbitrator to be attached in [Annexure 11](#).

**6.1.1 Land purchase details**

This sub-section should provide details about the land purchased for the proposed university.

Sl.no.	Location with Village/Taluka/District	Area of Land (Acres)	Registration No./ Reference No. of the Deed	Date of purchase	Seller	Buyer	Remarks	Sale Deed and 7/12 Extracts attached (Y/N)

## 6.1.2 Existing Infrastructure Details

Discipline / Facilities (e.g.)	Constructed (Dedicated University) In sq. m.	Area for	Construction under progress	
			In sq. m.	Expected Completion Month/ year
<b>Engineering</b>				
<b>Management</b>				
<b>Architecture</b>				
<b>Science</b>				
<b>Similar other disciplines as proposed</b>				
<b>Library</b>				
<b>Auditorium</b>				
<b>Sports facilities</b>				
<b>Cafeteria</b>				
<b>Hostels</b>				
<b>Similar other facilities as proposed</b>				

This sub-section should clearly explain the existing infrastructure which would be legally converted for the proposed University.

## 6.2 Case II (If the sponsoring body does-not have land, building and infrastructural facilities currently for proposed University)

### 6.2.1 Detailed Plan for land acquisition

**Land acquisition plan should be provided in details along with the below mentioned summary:**

Identified Land Location(village/ Taluka/district)	Type of land	Area (Acres)	Owner	Estimated cost (as per land acquisition act)	To be acquired by		Likely date of Acquisition
					Name	Address	

- Approved Master Plan of building and infrastructure / Architectural plan [Annexure 12](#).
- Phase wise development and completion plan of various buildings and infrastructural facilities.

**6.2.2 Year wise Proposed Construction plan development**

Discipline / Facilities	Year 1	Year 2	Year 3	Year 4	Year 5	Total Proposed Construction plan
<b>E.g.</b>	Proposed Construction plan (Sq.m.)					
<b>Engineering</b>	800	300	300	200		<b>1600</b>
<b>Management</b>	400	400	100			<b>900</b>
<b>Architecture</b>		300	200			<b>500</b>
<b>Science</b>			300	300	100	<b>700</b>
<b>Similar other disciplines as proposed</b>						
<b>Library</b>						
<b>Auditorium</b>						
<b>Sports facilities</b>						
<b>Cafeteria</b>						
<b>Hostels</b>						
<b>Similar other facilities as proposed</b>						

**Architectural master plan** of the campus dedicated for the proposed university to be attached in [Annexure 12](#)

## 7 Section VI

The proposed plan / availability of academic facilities including teaching and non-teaching staff, if any, at the disposal of the sponsoring body.

Details of academic facilities along with staff dedicated for the proposed university should be explained.

**Current staff strength could be mentioned in the following format:**

### 7.1 Staff under sponsoring body

Sl.no	Discipline	Teaching Staff Total staff / Staff to be transferred to proposed Univ.	Non-Teaching Staff Total staff / Staff to be transferred to proposed Univ.
1	Management	55 / 4	25 / 2
2	Similar other disciplines as proposed		

- The data of staff provided should be accompanied with HR certificate.

### 7.2 Category wise Staff break-up

Category	No. of staff associated with the group	No. of staff proposed to be transferred to new university.
Professor	20	3
Associated Professor	28	0
Assistant Professor	40	5
All other grades applicable to be listed		

### 7.3 Staff Recruitment Projection plan

Discipline / Subject	Staff Requirement Teaching / Non-Teaching	Existing staff Teaching / Non-Teaching	Balance recruitment plan				
			Y1	Y2	Y3	Y4	Y5
<b>Management</b>	25 / 12	5 / 2	5/3	10/3	5/4	-	-
<b>Similar disciplines proposed other as</b>							

Staff recruitment should be as per the norms of various regulating authorities like UGC, AICTE etc.

The recruitment should be based on designation wise distribution of work load as defined by UGC under its regulations on minimum qualifications for appointment of teachers and other academic staff in universities.

## 8 Section VII

The details of plans for campus development such as construction of building, development of structural amenities and infrastructure facilities and procurement of equipment, etc., to be undertaken before the university starts functioning and phased program for first five years.

This section should provide details on campus development plan and clearly mention the various facilities, amenities to be developed, procurement of equipment etc.

This section of the DPR should include the following items

### 8.1 Current construction status

Department / Facilities / Amenities	Constructed Area (Sq. m.)	Construction in Progress	
		Area In Sq.m.	Expected Completion Month-Year
<b>Department- Example</b>			
<b>Engineering</b>			
<b>Management</b>			
<b>Architecture</b>			
<b>Amenities - Example</b>			
<b>Hostels</b>			
<b>Auditorium</b>			
<b>Cafeteria</b>			
<b>Library</b>			
<b>Sports Facilities</b>			

\*To be given for existing construction and construction under progress.

Facilities should be explained along with construction details mentioned in the above table.



## 8.2 Proposed Phase wise (along with duration)/ Year wise Construction Plan

Department / Facilities / Amenities	Phase1 (Duration)/ Year1 Construction Proposed (sq. m.)	Phase2/ Year2 Construction Proposed (sq. m.)	Phase3/ Year3 Construction Proposed (sq. m.)	Phase4/ Year4 Construction Proposed (sq. m.)	Phase5/ Year5 Construction Proposed (sq. m.)

## 8.3 Procurement plan

Equipment (e.g.)	Description	Year 1	Year 2	Year 3	Year 4	Year 5
Computers	Computer configuration, servers etc.	cost	cost	cost	cost	cost
Lab Equipment						
Audio visual equipment						
Similar other equipment						

#### 8.4 Campus Master Plan

**Master plan** of campus clearly showing various disciplines, sports facilities, various amenities and other facilities should be provided along with approval of Registered Architect under the Council of Architecture. The detailed plan to be provided under [Annexure 13](#)

This plan should be different from detailed architecture plan, it should clearly define the proposed facilities, departments, sports facilities and other such details to be developed in the university campus in a pictorial format, a basic format is shown in annexure 13.

## 9 Section VIII

The phased outlay of capital expenditure proposed for the next five years and its sources of finance.

### 9.1 Phase wise capital expenditure break-up

**The phase wise (along with duration) or year wise; project cost or capital expenditure should be represented in the below mentioned format:**

Capital Expenditure Breakup						
Particulars (Example)	Phase1 (Duration)/ Year1	Phase2/ Year2	Phase3/ Year3	Phase4/ Year4	Phase5/ Year5	Total
Land						
Building						
IT Infra						
Furniture & Fixtures						
Library						
Sports and other amenities						
Contingencies						
Labs						
Any other particulars						

Criteria of calculation cost should be clearly mentioned, **for example** if 50 lacs of capital expenditure are shown on Building the basis of calculation should be provided like “rate/sq. ft”

## 9.2 Sources of Finance:

Sources of Finance	Phase1 (Duration)/ year1	Phase2/ Year2	Phase3/ Year3	Phase4/ Year4	Phase5/ Year5	Total
Sponsoring Body						
Course Fees						
Hostel Fees						
Loan						
Consulting						
Any other source						
Total						

The various sources of finance mentioned in the projection should be explained and correlated with the current financial status of the group.

### 9.3 Expenses on existing infrastructure (if any)

Particulars (Example)	Details	Expenses	Completion Year
Land	Dimensions, rate		
Building	Constructed area, rate		
IT Infra	Infra available		
Furniture & Fixtures			
Library	Books available		
Contingencies			
Labs			
Any other particulars			

## 10 Section IX

The nature and the type of program of study and research proposed to be undertaken by the university and their relevance to the development goals and employment needs of the State and phasing of such program for the first five years with course-wise enrolment targets.

Course details along with their relevance to the development goals and employment needs of the State should be provided. Courses should be as per the UGC nomenclature courses and as per the guidelines released by higher and technical education department, Maharashtra.

**10.1 The course details with enrollment targets**

Department / Discipline Name 1								
Course Name	Course Details	Eligibility	Duration	Enrollment target				
Year				Y1	Y2	Y3	Y4	Y5
Department / Discipline Name 2								
Course Name	Course Details	Eligibility	Duration	Enrollment target				
Year				Y1	Y2	Y3	Y4	Y5
Department / Discipline Name 3								
Course Name	Course Details	Eligibility	Duration	Enrollment target				
Year				Y1	Y2	Y3	Y4	Y5

## 11 Section X

The experience and expertise in concerned disciplines at command of sponsoring body

This section should provide details on experience of the sponsoring body in handling educational projects, Educational institutions running under the group.

Achievements in the field of higher education if any should also be mentioned.

### 11.1 Discipline wise experienced faculty members

Profiles of Eminent and experienced faculty members associated with the group along with contact details to be provided in [Annexure 14](#)

## 12 Section XI

The nature of facilities, courses of study and work of research proposed to be started.

The following points should be explained under this section

- Research areas and Research themes should be mentioned which the proposed university is planning to undertake.
  - Detailed explanation of the same to be provided along with its impact on the society.
- Facilities to be developed and tools to be used for research should be explained.
- Research facilities to be developed would be in a single campus or multiple campuses should be mentioned clearly.



## 13 Section XII

The estimated recurring expenditure course-wise or activity-wise, source of finance and estimated expenditure per student.

This section in the DPR should provide the below mentioned items:

### 13.1 Projected Income & Expenditure statement

Surplus & Deficit statement along with projected Income & Expenditure account statement should be provided for the next 5 years, a sample format given below.

Income	Year1	Year2	Year3	Year4	Year5
Course Fees					
Consultancy					
Hostel fees					
Sponsorship					
Any other Income					
Total Income					

Expenditure	Year1	Year2	Year3	Year4	Year5
Salary teaching staff					
Salary non-teaching staff					
Administrative Expenses					
Research & Development					
Awareness programs / Rural development					
Training / Capacity Building					
Any other expenses					
Total Expenditure					
Net Surplus / Deficit					

**13.2 Staff Salary Structure**

Designation (Teaching / non-teaching)	No. of staff	Monthly salary / staff	Annual salary / staff	Total Monthly	Total Annual
<b>YEAR 1</b>					
<b>VC</b>					
<b>Professor</b>					
<b>Associate Prof.</b>					
<b>Assistant Prof.</b>					
<b>Library staff</b>					
<b>Laboratory</b>					
<b>Similar other designations</b>					
<b>Similarly for YEARS 2, 3, 4, 5</b>					

Declaration to be provided that salary mentioned is as per the norms of the concerned authority like UGC, AICTE, BCI etc.

### 13.3 Per Student Expenditure

Per student expenditure should be based on enrollment targets and expenditure.

Discipline / Course	No of student					Total Expenditure					Per student Expenditure				
	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
<b>Total</b>															

## 14 Section XIII

The scheme of mobilization of resources and the cost of capital thereto and the manner of repayment of such sources

The report should provide the following statements

- Projected cash flow statement (next 5 yrs)
- Projected Income expenditure statement (next 5 yrs)
- Loan repayment statement (if any) (next 5 yrs)

**14.1 Resource Mobilization Summary**

<b>Fund Requirement</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Capital Exp.</b>					
<b>Recurring Exp.</b>					
<b>Any other Exp.</b>					
<b>Total</b>					
<b>Sources</b>					
<b>Sponsoring Body</b>					
<b>Fees</b>					
<b>Loan</b>					
<b>Consulting</b>					
<b>Any other source</b>					
<b>Total</b>					

The above items should be explained with basis and criteria considered for the calculation.

## 14.2 Loan repayment statement

Loan	Amount & Year	Repayment Schedule					Complete repayment by (Year)
		Year 1	Year 2	Year 3	Year 4	Year 5	
Bank (list)							
Other sources							

## 15 Section XIV

The scheme for generation of funds internally, through the recovery of fees from the students, revenues anticipated from consultancy services and other activities relating to the objects of the university, and other anticipated income.

### 15.1 Internal Fund Generation

Particulars	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Collection of Fees from UG Courses						
Collection of Fees from PG Courses						
Hostel Fees						
List of Income from Any other activities						

The basis of calculation of income through fees and other sources should also be explained.

**15.2 Proposed Fee structure**

Annual Fees / Student					
UG Courses (Name)	Year 1	Year 2	Year 3	Year 4	Year 5
PG Courses (Name)	Year 1	Year 2	Year 3	Year 4	Year 5
Hostel Fees	Year 1	Year 2	Year 3	Year 4	Year 5

## 16 Section XV

The system proposed to be followed for selecting students for admission to the courses of study of the university.

The student and staff selection process should be explained in details.

Following points should be included in the DPR

- Student Application process (online / offline)
- Criteria of selecting students, Course wise selection process.
- Reservation for various categories
- Course wise Entrance examinations to be conducted, process and evaluation
- Scholarship schemes

### 16.1 Summary on admission process

Course Name	Level (UG / PG / Ph.d.)	Course Duration	Minimum Qualification	Selection Mode e.g. Entrance test like CAT, MAT, JEE etc. or Merit	Scholarship (if any)



## 17 Section XVI

Whether the university proposes to undertake some program related to local needs. If so, the nature of specialized teaching, training or research activities to be undertaken by the university so as to fulfill this objective.

The details of the programs catering to local needs could be explained in the following manner:

- Name of the proposed Program(s)
- Brief about the program (need for the program, objectives of the program)
- Introduction and phasing of program (methodology of implementation)
- Enrollment Targets
- Awareness Plans (Target areas, Activities Planned)
- Possible Impact on Society

## 18 Section XVII

Whether the university proposes to start some programs for the benefits of farmers, agricultural labors, laborer's women and industries. If so, details thereof may be given.

If the University is planning to have specialized programs for weaker sections of society then details of the programs could be explained in the following manner:

- Name of the proposed Program(s)
- Brief about the program (need for the program, objectives of the program)
- Introduction and phasing of program (methodology of implementation)
- Enrollment Targets
- Awareness Plans (Target areas, Activities Planned)
- Possible Impact on Society

## **19 Section XVIII**

Details of playgrounds and other facilities available or proposed to be created for games and sports and extra-curricular activities like National Cadet Corps, National Service Scheme etc.

### **19.1 Details on various sports facilities and facilities to promote extra-curricular activities**

This sub-section should contain names and description of various sports facilities available and/or various proposed facilities.

### **19.2 No. of playgrounds with dimensions**

This should mention the number of different playgrounds along with dimensions dedicated for the proposed university.

### **19.3 Pictures of existing sports facilities**

Clear pictures showing various facilities developed for promoting sports should be provided.

### 19.4 Summary on proposed sports facilities

Projected 5 years plan on development of sporting facilities and extra-curricular activities.

Proposed construction or development											
Sports Facilities	Facility Available (Y/N)	Year1 Area (sq. m.)	/ (sq. m.)	Year2 Area (sq. m.)	/ (sq. m.)	Year3 Area (sq. m.)	/ (sq. m.)	Year4 Area (sq. m.)	/ (sq. m.)	Year5 Area (sq. m.)	/ (sq. m.)
Stadium for cricket, football, hockey, other Athletics											
Basketball Court											
Tennis Court											
Badminton											
Indoor games											
Any other games											
Extra-Curricular Activities											
NCC											
NSS											
Any other Extra Curricular activities to be listed here											

### 19.5 Summary on existing sports facilities

Existing Sports Facilities	Facility Available (Y/N)	Dedicated Area (sq. m.)	Further Expansion (sq. m.) / Time frame for expansion	Additional Facilities
Stadium for cricket, football, hockey, other Athletics				
Basketball Court				
Tennis Court				
Badminton				
Indoor games				
Any other games				
Extra-Curricular Activities				
NCC				
NSS				
Any other Extra Curricular activities to be listed here				

Various facilities mentioned in the above tables should be clearly explained along with the above figures.

## **20 Section XIX**

The arrangements proposed to be made for academic auditing.

### **20.1 Introduction**

It should clearly specify the scope and objectives for the academic auditing process to be implemented and its possible impact on overall development.

### **20.2 Auditing system and Process**

Various parameters needs to be defined along with weightage to be given for each parameter (e.g. subject knowledge, planning and delivery, communication, accountability, results, and similar other parameters).

This section should also mention members of the proposed university who would be involved in the auditing process and their role in the overall process.

### **20.3 Accreditations**

Plans on obtaining accreditations from recognized organizations (E.g. NAAC, NBA etc.)

### **20.4 Tools to be used & student feedback system**

This section should explain if the proposed university is planning to install online tools or software in order to enhance the overall auditing process, if so then details thereon.

The section should explain the student feedback system that would be implemented for the auditing process.

## **21 Section XX**

Justification regarding the necessity of establishment of the proposed university

### **21.1 Need Analysis**

Need Analysis based on the locality and state to be provided with factual data.

### **21.2 Benefits expected to be accrued**

This sub-section should explain possible impact on education system, student development, employability and fulfilling other developmental goals of the state.

## 22 Section XXI

Commitment to follow the norms of the regulatory bodies

The sponsoring body should declare and list all its commitments in order to follow all the norms, rules & regulations set by various regulatory bodies (UGC, AICTE, NCTE, BCI, PCI, ACI, similar other bodies) and state government with signature of the authority.

**In addition to the above mentioned information, the sponsoring body may provide any other relevant information in any or all of the sections which it feels important pertaining to establishment of self-financed university.**

**Annexures:****Annexure 1 – Declaration on converting existing setup to proposed university.**

- Declaration by sponsoring body clearly mentioning the existing facilities to be converted legally as a new proposed university, and will follow the norms of various regulatory authorities while transferring the existing setup to the proposed university. Declaration should also include the exact area and facilities that are being proposed to be converted.

**Annexure 2 – Sponsoring body Member Details**

S.N	Name of Member	Designation / Role	Contact No.	Email ID	Member since (Month-year)

### **Annexure 3 – Sponsoring body Registration Certificate and its constitution, bye-laws, Rules and regulations**

- Registration Certificate of sponsoring body
- Constitution, Bye-laws, rules and regulations
- Copy of resolution passed by members of the sponsoring body for establishment of the proposed University.

### **Annexure 4 – Audited Financial statements**

- Balance sheet (all schedules explained)
- Income & Expenditure statement (all schedules explained)
- Cash flow statement (all schedules explained)

### **Annexure 4(a) – Proof of submission of accounts to charity commissioner**

- Documentary proof regarding submission of audited accounts to the charity commissioner. (for public trust registered under Bombay public trust act, 1950)

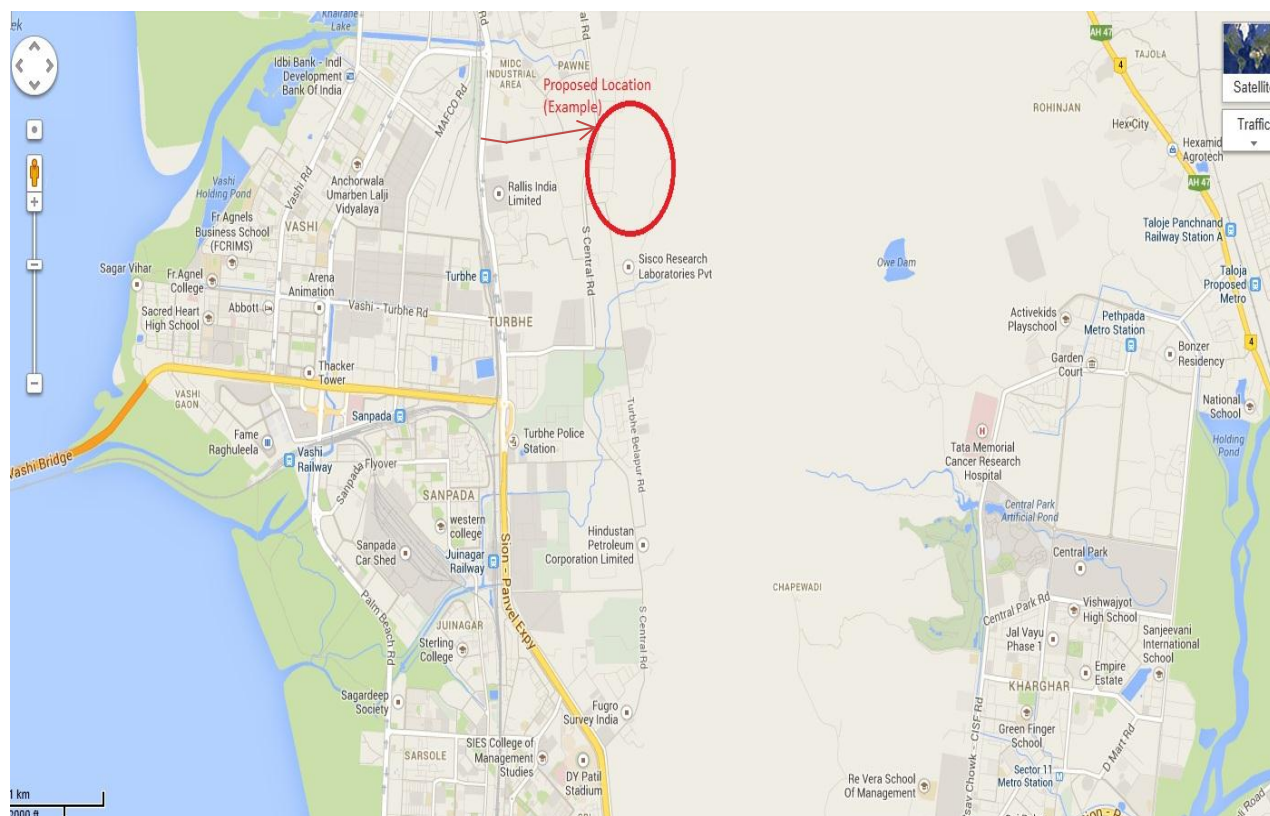
### **Annexure 5 – Location Map**

- A scanned copy of the location Map duly authorized/ stamped by local authority (City survey officer / Land record officer)



## Annexure 6 – Directional Map

- Directions to the exact proposed location through google maps. (Example only)



## Annexure 7 – Building construction approval (for existing setup)

- Approval for construction and building from following authorities – Municipal Corporation / Collectors office (rural) / Nagar panchayat (rural) / clearance from any other local authorities as applicable.

## Annexure 8 – Land ownership documents

- Land ownership documents – Sale Deed, 7/12 Extracts
- Lease agreement of land, if land is on lease.

## Annexure 9 – Proof to show land lies in Rural / Taluka or District HQ / Divisional HQ / MMR

- Documentary proof to show the piece of land for the proposed university comes under the specific category (Rural / Tehsil or District HQ / Divisional HQ / MMR) Certified by Tehsildar, MMRDA etc. as applicable.

### Annexure 10 – Photographs of existing Facilities

- Photographs of existing campus:
- Academic block, Labs, Libraries, Sports facilities, Conference halls and similar other facilities. 3 photos each taken from different angles to be attached

### Annexure 11 – Declaration for Land

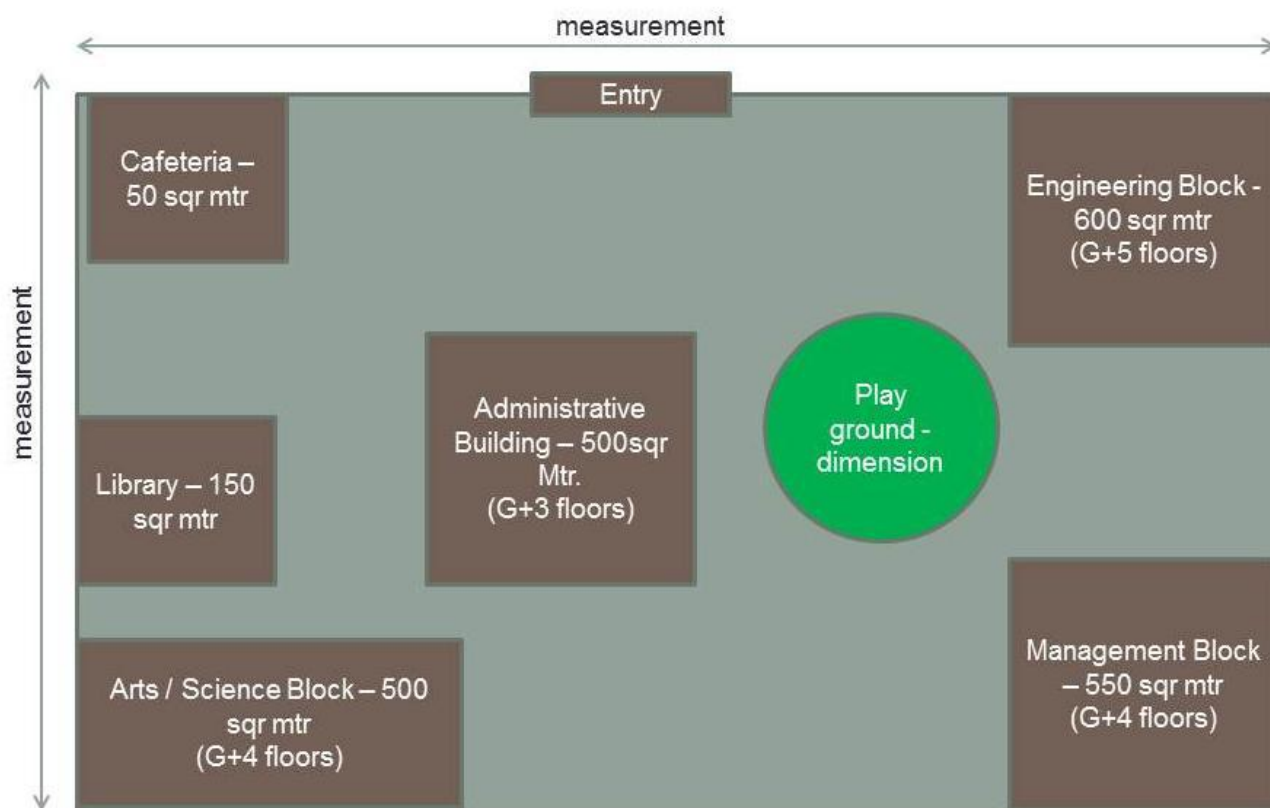
- Declaration from the sponsoring body that the land is not under any dispute and is not under the possession of any arbitrator

### Annexure 12 – Approved Architectural Master plan

- Approved Architectural Master Plan of the proposed / existing campus

### Annexure 13 – Campus Master Plan

- **Campus Master Plan** of campus clearly showing various disciplines, sports facilities, various amenities and other facilities should be provided along with approval of Registered Architect under the Council of Architecture.



E.G.

## Annexure 14 – Faculty Profile

- Profiles of Eminent and experienced faculty members associated with the group along with contact details

### *Member 1:*

Name : \_\_\_\_\_

Qualification : \_\_\_\_\_

Phone : \_\_\_\_\_ Email : \_\_\_\_\_

Discipline/  
Expertise : \_\_\_\_\_

Total : \_\_\_\_\_ Associated with the : \_\_\_\_\_  
Experience group since

Brief Profile : \_\_\_\_\_  
and  
Achievements \_\_\_\_\_  
\_\_\_\_\_

### *Member 2:*

Name : \_\_\_\_\_

Qualification : \_\_\_\_\_

Phone : \_\_\_\_\_ Email : \_\_\_\_\_

Discipline/  
Expertise : \_\_\_\_\_

Total : \_\_\_\_\_ Associated with the : \_\_\_\_\_  
Experience group since

Brief Profile : \_\_\_\_\_  
and  
Achievements \_\_\_\_\_  
\_\_\_\_\_